



TOWN OF MEDFIELD

Office of the

PLANNING BOARD

TOWN HOUSE, 459 MAIN STREET
MEDFIELD, MASSACHUSETTS 02052-2009

MEETING OF:
June 5, 2023
MINUTES

Members Present in Person: Chair Paul McKechnie, Vice Chair Jim Brand, Seth Meehan, Member; Teresa James, Member; Sarah Lemke, Member; Doug Larence, Associate Member

Members Absent: Jamie Sullivan, Associate Member

Staff Present in Person: Sarah Raposa, Town Planner, Cara Wise, Administrative Assistant, Maria De La Fuente, Director of Land Use

Others Present: Chris McCue Potts

Location: Zoom

At approximately 7:30 pm, Chair Paul McKechnie called the meeting to order and discussed the parameters of the Zoom hearing rules. Mr. McKechnie introduced and welcomed the new Land Use Director, Maria De La Fuente.

Ms. De La Fuente shared her screen and discussed the covenant signed in 1988. There was originally a covenant created for SunnySide Construction for the Hawthorne Drive subdivision. Due to financial difficulties, the project was not completed and sold to CHB Realty Corporation. A new covenant was signed with Planning Board and CHB in 1993. The reason for this covenant is to be able to release lots 29-41 of SunnySide Construction so there is a clean paper trail and clear encumbrance of the title(s). All proper documentation is in place for CHB Realty Corporation, this will clear up any loose ends connected to the 1988 covenant. Ms. De La Fuente clarified that this was sent from the applicant's attorney. Ms. Raposa stated that this covenant has also been reviewed by Town Counsel.

This document will be available for signature in the office and needs to be notarized.

Ms. Lemke made a motion to approve the covenant as proposed by Ms. De La Fuente.

Ms. James seconded the motion.

- ✓ Roll Call Vote: Mr. McKechnie, yes, Mr. Brand, yes, Mr. Meehan, yes, Ms. James, yes, Ms. Lemke, yes, (5-0)

Approval Not Required (ANR) Plans – n/a
Change of Use Determinations – n/a

Reorganization of Planning Board FY 2024 as follows:

- ✓ James Brand, Chair (2025)
- ✓ Sarah Lemke, Vice Chair (2026)
- ✓ Teresa James, Clerk (2027)
- ✓ Seth Meehan, Member (2028)
- ✓ Paul McKechnie, Member (2024)
- ✓ Jamie Sullivan, Associate Member (annual)
- ✓ Doug Larence, Associate Member (annual)

Mr. Brand made a motion to approve the reorganization of the Planning Board
Ms. James seconded the motion

- ✓ Roll Call Vote: Mr. McKechnie, yes, Mr. Brand, yes, Mr. Meehan, yes, Ms. James, yes, Ms. Lemke, yes, (5-0)

Discussions:

Ms. Raposa wanted to take this time to hand the reigns over to Ms. De La Fuente and have the Board introduce themselves and what they do here in town outside of the Planning Board. She also wanted to take this time to discuss any issues, initiatives and/or goals that need to be addressed or brought forward. Each member discussed their roles with the Planning Board and other boards in town. Ms. De La Fuente discussed her background and the goals she is hoping to achieve with the town. Ms. Raposa shared her screen and showed an initiatives list that was in the works since 2015. There are some initiatives that were not completed and Ms. Raposa wanted to clarify some of the things that were on the list. She also discussed the appointment dates of all the board members and their rotation for chair, etc. Ms. Raposa shared the Policies and Procedures for the Planning Board that was last updated January 2018 and stated there are some that need to be updated. Ms. Raposa clarified that if any of the Rules and Regulations needed to be changed that it would need to be brought before the board and voted on. Ms. De La Fuente went on to discuss getting the applications all electronic in the next five years. Ms. Raposa wanted to touch base on some of the things that the Planning Board had been working on the previous year that was mentioned in the ATM (Annual Town Meeting). **Bylaw for the mixed use overlay district and for the update for the open space residential design was introduced. Also and the memo on the zoning diagnostic... the thought for going in to this year's town meeting (40 mins)** Mr. Brand believes that we need to get the word out more for Planning Board. Ms. Lemke agrees that we should get planning board more socialized to have people

attend more meetings. Mr. Larence believes that making items more understandable and promote discussions would be helpful. Mr. Brand suggested Medfield TV to be able to spread more information regarding upcoming Planning Board meetings. Ms. De La Fuente believes that working with the parents of schools maybe a good idea to keep people more involved. Ms. Lemke believes and agrees that the more recent residents that have moved to town over the past 10 years may be more likely to reach through the schools.

Minutes:

- April 24, 2023 – Ms. Lemke made a motion to approve the minutes of April 24, 2023. Seconded by Ms. James.
 - ✓ Roll Call Vote: Mr. McKechnie, yes, Mr. Meehan, yes, Ms. James, yes, Ms. Lemke, yes, Mr. Brand, abstain (4-0-1)

Administrative Updates:

- Historical Commission – There was a meeting on May 17, 2023 to discuss the demolish of 13 South Street. They found it historically significant and should be preserved so it will not be demolished.
- School Building Committee – Ms. James hoped that everyone saw the short survey that went out regarding the School Building Committee. She will be meeting with the sub-committee and discussing the output at the School Building Committee meeting on Wednesday, June 7, 2023.
- Affordable Housing Trust – N/A
- Open Space and Rec Plan – The plan is almost ready for approval. They are just waiting for one more approval from the Selectboard

Adjournment:

Ms. Lemke made a motion to adjourn the meeting at approximately 8:10 pm.

Mr. McKechnie seconded the motion.

- ✓ Roll Call Vote: Mr. McKechnie, yes, Mr. Meehan, yes, Ms. James, yes, Ms. Lemke, yes, Mr. James, yes (5-0)

Respectfully submitted,
Cara Wise, Administrative Assistant